

OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: **Monthly** Report of Operations for the period ending
31 July 1953

A. Personnel On Duty Vacancies In Process

Office of Chief
Rcds. Mgt. Section
Rcds. Center Section
Mail Control Section

25X1

1. No. on leave three days or more:

Records Mgt. Section-
Mail Control Section-
Records Center Sec.-

25X1

2. No. on special detail out of office 1. How long?

Records Mgt. Section- **0**
Records Center Section- **0**
Mail Control Section- **1**

3. Where: **One man in Transportation Division as full time courier.**

4. No. pending resignation, transfer and/or reassignment:

Records Management Section- **0**
Records Center **0**
Mail Control

25X1

5. Specific cases on item 4 not in previous reports.

25X1

6. New applicants interviewed 3. Recruited by Personnel 3.
Recruited by this office .

B. Administration and Problems

Records Management Section - A records survey of the General Services Office was undertaken starting with the Machine Records Branch of the Records Services Division. As of the end of the month, the records of the Machine Records Branch had been inventoried and a tentative disposition schedule prepared. We are now in process of obtaining the necessary concurrences of other affected offices. The standard filing system was installed for the correspondence records of the office. Installation of the filing system in the Space, Maintenance and Facilities Division is now in process.

25X1 The Office of Inspection and Security has appointed a full time Area Records Officer. Their tentative selection was [redacted] who attended the Records Management Training Course. Subsequently, it was decided that [redacted] would be retained on his present duties and [redacted] should be appointed to the position. [redacted] will not actively undertake a records management program for the office until his replacement is on duty sometime during the latter part of August.

25X1

The report on the survey of the Records Integration Staff and the Western Hemisphere Division of FI was completed and ten copies were submitted to [redacted]

25X1
25X1

25X1

To date, participation in the vital materials program by the Office of Training has been very limited. However, we have now been informed that beginning this month, they are ready to undertake a fully adequate program.

Records Center Section - A Project Review Committee submittal, requesting the construction of an Agency Records Center, has been prepared and is ready for presentation.

The Personnel Office has agreed to Records Center storage of personnel folders for separated employees. Five cabinets of folders have been transferred and it is expected that approximately 20 more (total of 150 boxes) will be forwarded in the next 30 to 60 days.

Much of the activity of Center operations was directed toward planning for expansion into [redacted] Early in the month, renovation plans for the building were drawn up and approved by the I&S Office. This work was about completed by the end of the month. It will be possible to begin moving records into the building on 6 August.

25X1

Center personnel worked out floor layout plans for the storage of palletized records in the Warehouse. They also completed an inventory of the inactive records in custody that could be stored in such a manner.

Mail Control Section - The Mail Control Section assumed the responsibility of transporting the classified trash from the Reproduction Plant at [] to the Office of Inspection and Security vault in "Y" Building.

A questionnaire was developed and circulated requesting information regarding requirements of the various Registries for overtime courier service. This information will be used in reducing the courier overtime to the minimum needed to fulfill service requirements.

C. PROJECT STATUS REPORT

Project 1-53 - Records Management Survey of the Office of the Director.

No further action pending a reply to report submitted 8 April 1953.

Project 2-53 - Preparation of a comprehensive schedule for the disposition of fiscal records.

A tentative disposition schedule (exclusive of the Finance Division) was submitted in June 1953 for approval. Action is now being delayed pending completion of a schedule for the Finance Division. Two branches of the Finance Division have been inventoried with the assistance of analysts from this office. Further progress is being delayed pending the availability of the Area Records Officer who is working on another assignment, and completion of a move involving two branches.

Project 4-53 - Records Survey of the Office of Operations.

The survey of the headquarter's records of OO/C and has been completed.

25X1

Project 5-53 - Rewriting of CIA Correspondence Manual.

No action this month due to other priority assignments given the responsible analyst since his completion of the Basic Intelligence Course on 10 July.

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E. WORK IMPROVEMENT PROJECTS

Project 4-53 - Preparation of Handbook setting forth procedures of the Mail Room, Courier service and messenger personnel of the Mail Control Section.

Work on the Handbook is progressing and is estimated to be 25% complete.

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6/17/98

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MONTHLY REPORT - DISTRIBUTION

DATE July 1953

THIS MONTH TO DATE*
1952 1953

1. INTELLIGENCE & INFORMATION REPORTS

a. Request for Supplemental Distribution	208	425	425
b. Intelligence Reports:			
Received (Copies 4,626)	1,650	261	261
Distributed (Copies 1,212)	828	686	686
Returned (Copies 748)	0	351	351
c. Information Reports			
Received (Copies 4,382)	-	4,382	4,382
Distributed (Copies 7,756)	1,780	1,521	1,521

2. ADMINISTRATIVE ISSUANCES

a. Request for Supplemental Distribution	45	53	53
b. Regulations			
(1) Initial Distribution			
(Copies 3,191)	4	13	13
(2) Supplemental Distribution			
(Copies 461)	292	121	121
c. Notices			
(1) Initial Distribution			
(Copies 3,685)	21	9	9
(2) Supplemental Distribution			
(Copies 159)	203	40	40
d. Other			
(1) Initial Distribution			
(Copies 5,708)	2	3	3
(2) Supplemental Distribution			
(Copies 31)	8	4	4

* The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and, starting with July 1952, will always reflect cumulative totals for the fiscal year of the report.

** The July through September total of information reports received- is included in the total of Intelligence Reports received.

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Security Information

	<u>THIS MONTH</u>	<u>TO DATE*</u>
1. Records Storage (all figures in cubic feet)		
(a) Received	133	133
(b) Destroyed	2	21
(c) Storage Space: (Total)	7,600	
Records	3,383	
Dist. Material	3,370	
Committed	647	
Available	0	
2. <u>Records Reference</u>		
(a) Service Requests	171	171
(b) Items on Requests	475	475
3. Inter-Agency Reference Service		
(a) Requests		

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Security Information

MICROFILM PROJECTS
JULY 1953

	<u>THIS MONTH</u>	<u>TO DATE</u>
1. <u>Projects Pending</u>		
a. Entire Records Group	3	=====
b. Record Group Accretions	0	=====
2. <u>Projects in Process and Completed</u>		
a. Entire Records Group		
(1) In Process	0	=====
(2) Completed	3	===== 3
b. Records Group Accretions		
(1) In Process	0	=====
(2) Completed	0	=====
c. Images Filmed (Total)	6,088	6,088
(1) Rotary Camera	3,777	3,777
(2) Flatbed Camera	2,311	2,311
d. Reels (100 ft.)		
(1) In Process	2	
(2) To Be Reviewed	2	
(3) Reviewed	5	5

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Security Information